

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

March 12, 2014 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call:

5:05 A. Approval of agenda (Packet Item A)

5:10 B. Minutes. (Packet Item B)

5:12 C. Communications

MN Community Foundation

5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required

5:20 E. Staff Reports (Packet Items E__)

5:25 F. Old Business:

5:30 G. New Business:

Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

1. Approve payment of late bills

2. Approve Contracts

3. Approve Resolution 2014-3 Accepting Donations

\$50 from Tom and Mary Jo Cummins in memory of Gail Bauer undesignated

\$100 from Ron and Anne Radecki in memory of Dorothy Pawlcyn cookbooks

\$600 Shirley Stanek in memory of Chester Stanek

\$25 R. J. & M. C. Buystedt in memory of Chester Stanek

\$50 Bruce & Diane Bedidelman in memory of Chester Stanek

\$150 Kathleen Kasprick in memory of Chester Stanek

Regular agenda

1. Discuss contributions to funds for downloadable books and magazines for the region (see Director's report)

2. Authorize submission of the 2013 annual report to the MN Department of Education. (draft to be sent Monday)

3. Strategic Planning: Amended version of Mission Statement and Service Priorities (packet item G R 3)

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
February 12, 2014**

Members Present: Abby Kuschel, David Yankowiak, Dennis Jerome, Janet Neurauter, Jean Macdonell, John Soll, Mary Helen Haarklau, and Shannon Benolken

Members Absent: Max Peters

Staff Present: Director Marcia Anderson

The monthly board meeting was called to order at 5:05 PM by Dennis Jerome.

Agenda: Jean Macdonell moved to approve the agenda. A second was made by Mary Helen Haarklau. The motion passed unanimously.

Minutes: Shannon Benolken moved to approve the minutes from the January 8, 2014 board meeting. A second was made by John Soll. The motion passed unanimously.

Jean Macdonell moved to approve the September special meeting minutes as amended. A second was made by David Yankowiak. The motion passed unanimously.

Communications: None to report.

Financial Report:

**Grand Rapids Area Library Bill List
Invoices Due On/Before February 12, 2014**

AMERIPRIDE LINEN & APPAREL	\$57.09
ANDERSON GLASS	204.00
ARROWHEAD LIBRARY SYSTEM	48.37
BAKER & TAYLOR, INC	2,615.93
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BOREAL ACCESS	260.00
BOUNDARY WATERS JOURNAL	23.00
BUSY BEES QUALITY CLEANING	1,700.00
CITY OF GRAND RAPIDS	4,653.78
COLE HARDWARE INC	9.98
DELTA DENTAL OF MINNESOTA	433.50
DETTMER, AMY	63.00
GARTNER REFRIGERATION CO	158.00
GRAND RAPIDS CITY PAYROLL	35,570.10
GRAYBAR ELECTRIC COMPANY INC	513.42

HAWKINSON REDI-MIX	150.00
ITASCA AREA SCHOOLS	1,160.00
ITASCA COUNTY SHERIFFS DEPT	10.00
LEAGUE OF MN CITIES INS TRUST	2,656.81
LINCOLN NATIONAL LIFE	192.20
MINNESOTA ENERGY RESOURCES	257.42
MINNESOTA REVENUE	74.41
NARDINI FIRE EQUIPMENT CO. INC	1,344.97
NEXTERA COMMUNICATIONS LLC	94.89
NORTHERN BUSINESS PRODUCTS INC	607.96
PAUL BUNYAN COMMUNICATIONS	244.73
PERSONNEL DYNAMICS LLC	210.64
PIONEER MUTUAL LIFE INS CO	20.50
PIZZA WORKS	11.99
P.U.C.	2,621.45
SALEM PRESS	140.00
SIM SUPPLY INC	106.58
STAR TRIBUNE	345.80
TRU NORTH ELECTRIC LLC	3,226.11
UNIQUE MANAGMENT SERVICES	259.55
UNITED PARCEL SERVICE	7.15
VERIZON WIRELESS	114.74
VIKING ELECTRIC SUPPLY INC	217.80
WASTE MANAGEMENT	124.30
XEROX CORPORATION	96.06
TOTAL ALL VENDORS	\$65,305.23

Director Marcia Anderson noted that the financial report for January looks quite sparse. She mentioned that the numbers for 2013 will be more complete at the March meeting. Director Anderson answered questions from the board about some items that stood out on the report. Abby Kuschel moved to approve the financial report. A second was made by Jean Macdonell. On a roll call vote the motion passed unanimously.

Staff Reports: Marcia Anderson noted that in January the library focused on reviewing any security issues within the library. She mentioned that library users will be prevented from entering the work room and that work is being done on the library's windows and door. Director Anderson also told the board members that local police officers are going to be making occasional visits into the library and through the parking lot to enhance the security of the library. Assistant Director Amy Dettmer's report noted that the Teen Read Program has been successful.

Old Business: None to report

New Business:

Consent Agenda:

- 1. Approve payment of late bills**
 - a. Unique Management Services, Inc. \$152.15**

- 2. Approve Contracts**
 - a. Joel Kersting \$100 3/24 program on dogsledding**
 - b. Sam Miltich \$400 July concert**

- 3. Approve Resolution 2014-2 Accepting Donations**
 - a. \$10 from Grand Rapids North Star Women's Club for GFWC Clubwoman magazine
 - b. Stamp collection, including envelopes and first day covers, from Stan Gilmer, unrestricted

David Yankowiak moved to approve the consent agenda. A second was made by John Soll. On a roll call vote the motion passed unanimously.

Regular Agenda: Jean Macdonell moved to approve the motion that Curtis Johnson be excluded from library premises for one year. A second was made by Abby Kuschel. The motion passed unanimously.

The monthly board meeting was adjourned at 5:30 PM by Dennis Jerome.

Board member **DAVID YANKOWIAK** introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-02
A RESOLUTION ACCEPTING DONATIONS


WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$10 from Grand Rapids North Star Women's Club for GFWC Clubwoman magazine.
Stamp collection, including envelopes and first day covers, from Stan Gilmer,
unrestricted

Adopted this 12th day of February 2014


Dennis Jerome, President


Abby Kaschel, Secretary

Board member **John Soll** seconded the foregoing resolution and the following voted in favor thereof: **ABBY KUSCHEL, DAVID YANKOWIAK, DENNIS JEROME, JANET NEURKUTER, JEAN MCDONELL, JOHN SOLL, MARY HELEN HAARGLALL, SHANNON BENOISEN**

And the following voted against same: **NONE**

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 28, 2014
With Comparative Totals for February 29, 2013

	2013 Actual	2014 Actual	2014 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	368,148	378,241	378,241	
Compensated Absences	31,932	31,932	31,932	
Emergency/unanticipated Expenditures	31,354	31,354	31,354	
Major Equipment Replacement				
TOTAL FUND BALANCE 1/1/XX	431,434	441,527	441,527	
Revenues:				
Taxes	-	-	603,975	0%
Intergovernmental	-	-	130,000	0%
Charges for Services	827	787	11,182	7%
Fines & Forfeits	1,987	2,018	15,000	13%
Blandin Grant	-	-	-	0%
GR Library Foundation	1,615	-	-	0%
Miscellaneous	3,872	926	12,500	7%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	8,301	3,731	772,657	0%
Expenditures:				
Personnel	91,619	85,343	544,347	16%
Supplies/Materials	15,155	17,202	94,600	18%
Other Services/Charges	26,735	15,451	133,710	12%
Blandin Grant	1,337	-	-	0%
TOTAL EXPENDITURES	134,846	117,996	772,657	15%
Revenues > Expenditures	(126,545)	(114,265)	-	
Blandin Grant-Capital Grant	-	-	-	0%
Capital Outlay	15,952	-	-	0%
Fund Balance 2/28/XX				
Cash Flow	225,651	244,140	358,405	
Compensated Absences	31,932	31,497	31,497	
Emergency/unanticipated Expenditures	31,354	51,625	51,625	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 2/28/XX	\$ 288,937	\$ 327,262	\$ 441,527	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,727 as of 12/31/13. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 2014

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 603,975	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	130,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	267	14%
211-00-34-00-7975	INTERNET	3,000	480	16%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	40	0%
211-00-35-00-1030	LIBRARY FINES	15,000	2,018	13%
211-00-37-00-2310	DONATIONS	2,500	10	0%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	50	5%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	39	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	520	17%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,900	307	16%
211-00-37-00-2455	NATURAL GAS REBATE	-	-	0%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	772,657	3,730	
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	309,781	40,017	13%
211-00-75-10-1030	SALARY-PARTTIME	101,697	12,927	13%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	556	19%
211-00-75-10-1210	PERA	29,832	3,838	13%
211-00-75-10-1220	FICA	25,512	3,116	12%
211-00-75-10-1250	MEDICARE	5,966	729	12%
211-00-75-10-1310	HEALTH INSURANCE	63,855	21,246	33%
211-00-75-10-1330	LIFE INSURANCE	246	(22)	-9%
211-00-75-10-1335	DENTAL INSURANCE	1,858	278	15%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	2,657	111%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,375	30%
211-00-75-20-2020	COPY SUPPLIES	1,000	37	4%
211-00-75-20-2030	PRINTING/BINDING	600	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	793	20%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	4,412	37%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	359	36%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,375	119%
211-00-75-20-2110	BOOKS	42,000	5,737	14%
211-00-75-20-2120	AUDIO/VISUAL	9,000	73	1%
211-00-75-20-2130	NEWSPAPERS	1,000	644	64%
211-00-75-20-2140	PERIODICALS	8,000	23	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	374	12%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	76	16%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 2014

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	524	13%
211-00-75-30-3210	TELEPHONE	7,000	786	11%
211-00-75-30-3220	POSTAGE/FREIGHT	500	35	7%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	230	77%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	430	18%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	39,930	2,703	7%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	124	8%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,850	71%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,862	12%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,681	168%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	260	9%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,000	348	7%
211-00-75-30-4100	EQUIPMENT LEASES	900	55	6%
211-00-75-30-4150	EQUIPMENT RENTAL	-	-	0%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	87	17%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	772,657	117,996	15%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (114,265)	

GRAND RAPIDS AREA LIBRARY BILL LIST - MARCH 12, 2014

DATE: 03/06/2014
 TIME: 15:58:00
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/12/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	104.61
0113233	AMERIPRIDE LINEN & APPAREL	38.06
0118660	ARROWHEAD LIBRARY SYSTEM	269.07
0201428	BAKER & TAYLOR, INC	1,885.52
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0308330	CHICAGO DISTRIBUTION CENTER	394.95
0405500	DEMCO	2,098.35
0409727	DIVERSE MEDIA INC	72.91
0421455	DULUTH NEWS TRIBUNE	298.48
0701460	GALE	23.01
1021515	JUNIOR LIBRARY GUILD	63.00
1300047	M.E. SHARPE INC	249.00
1309525	MINITEX	359.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	35.50
1415377	NORTHERN BUSINESS PRODUCTS INC	511.13
1605665	PERSONNEL DYNAMICS LLC	345.68
1609925	PIZZA WORKS	11.99
1901435	SALEM PRESS	485.19
1909510	SIM SUPPLY INC	234.33
2008551	THOMSON REUTERS - WEST	159.00
2018680	TRU NORTH ELECTRIC LLC	1,582.00
2114356	UNIQUE MANAGMENT SERVICES	277.45
2209421	VIKING ELECTRIC SUPPLY INC	149.40
2405650	XEROX CORPORATION	27.73
T000941	SUOMI HILLS KENNEL	100.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,475.36

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0405447	DELTA DENTAL OF MINNESOTA	216.75
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	37,438.03
1209522	LINCOLN REPUBLIC INSURANCE CO	41.00
1309199	MINNESOTA ENERGY RESOURCES	2,849.64
1309335	MINNESOTA REVENUE	35.70
1405850	NEXTERA COMMUNICATIONS LLC	89.44
1601750	PAUL BUNYAN COMMUNICATIONS	488.24
1621130	P.U.C.	2,702.77
2114356	UNIQUE MANAGMENT SERVICES	152.15
2205637	VERIZON WIRELESS	112.46
2209665	VISA	24.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 48,860.45

TOTAL ALL DEPARTMENTS 60,335.81

Director's report March

Agenda Items:

Support for downloadables?

Should we put some additional dollars into the regional "pot" for downloadable materials? Our patrons account for about 10% of the downloads from Overdrive in the region. (about 13,000 last year) Demand continues to increase. Last year, we contributed \$1763 towards downloadable items. The total budget for the year was somewhere around \$90,000, I think. Should we contribute more this year so more items can be purchased?

Last year we also contributed \$1000 to get access to Zinio off the ground. Zinio is the downloadable magazine platform. Circulation is not great after 7 months, only about 800/month throughout the region, but it will probably increase. There are more magazines that are dropping print editions and going exclusively online, like Newsweek. Our expenditure for the print magazines we do receive is around 7,000/year.

Strategic Planning

– I've included the result of last week's planning session, with the revised Mission statement and Service Priorities. I have only begun to play with the language for Service Priority # 6, so please feel free to edit! The previous version is in the same document. The staff has started to develop ideas for action plans, but because several board members had to miss the session on Feb 26, I wanted to touch base and make sure everyone is on board with the Service priorities.

Annual Report

Libraries are required to submit a report to the MN Department of Education by April 1 each year. It includes information on collections, circulation, staff, revenue and expenditures, and more. I will have a draft to you on Monday, and ask for your authorization for DJ to sign the submission.

Building Security Issues

The wiring has been pulled for "panic" buttons installed at the reference desk and the children's desk, but they are not tied into the system yet.

The swinging gates for the circulation desk are under construction. These are similar to the gates on the reference desk. These will provide a barrier, at least a psychological one, to the back workroom area.

Energy center

The heat exchanger has been in use very little during February. The air temperature has to be at least 0 for it to provide any heat to the system. Hopefully March will be much better.

Feb. statistics

Circulation is down compared to last year. The number of visits is an estimate based on attendance during the first week of February, when we still had a people counter. The new people counter was installed at the end of February and will provide actual numbers again for March. We are now counting all people entering the building, instead of just the number entering the library. This is the number that needs to be reported to the state each year.

Legislative day

I attended Library Legislative Day in St. Paul this week. The briefing was Tuesday evening, and our visits were Wednesday morning. Saxhaug, Anzenc and Persell are all supporters of Libraries, and are very responsive to needs. Saxhaug is one of the sponsors of the Telecommunications Equity Aid bill, which funds internet services to schools and libraries. If anyone is interested, I can forward legislative updates from Elaine Keef, the lobbyist for libraries.

MN Power Foundation

I am working with the Library Foundation on a grant application to the MN Power Foundation for completion of the solar sunflowers. They rejected an application 2 years ago, but did issue an invitation to apply again for funds to complete a project. The application will be for enough money to complete the installation of the solar panels, including the mounting and tracking hardware and the sunflower graphics.

Lighting

We are still trying different lights for the pendant lights, to come up with the best combination of color and wattage.

Assistant Director Report
March 2014

Teens

Teen Advisory Board
February 25

Members present: Paige C., Emi S., Jonas T., Elizabeth T., Jotavia H., Desiree R.

The bulk of the meeting was spent talking about the strategic plan. I asked 3 questions and they gave some answers:

- A. How does the library impact you and/or family?
Check out books, use wifi, use computers, try new things, programming like teen advisory board
- B. What changes do you see in the community?
There is a strong anti-bully campaign at school
- C. What can we do to better serve you?
Faster computers, more newer books, beef up wifi

We talked about winter reading. There were 26 teens that finished 700 pages and 20 that finished 1500 pages.

We discussed an anime club that Duluth is doing. We will try the anime club this summer. We have a public viewing license through ALS that will allow us to show anime. We'll try it in June July and August and see what kind of participation we get.

There were 10 participants in the teen room monthly drawing. Isabel W. and Paige C. were the winners.

Staff

Darla and Tracy met with Katie from the MacRostie Art Center to talk about summer programs.

I continue to be the city liaison for the Arts and Culture Commission. Meetings occur once a month although there may be more coming as the commission looks to begin using a consultant to put together an arts and culture plan for the city.

I did a reference letter for our summer high school volunteer. She applied for a job and needed a letter of reference. She is a great volunteer and it will be sad if she doesn't come back this summer.

Operations

The security gates at the front door had a counter which counted everyone that came in the library. That counter quit working in mid-February. We purchased a new one via Minitex. Everett mounted it by the vestibule doors and it appears to be working. We get a count for each day of how many people entered the library.

CIRCULATION

Express Check outs 2,308 21.13%

Y. '013 25,711 -9.82%
 3,842 -12.86%
 29,553 -10.21%
 27,869 -8.32%
 214 -20.56%

THIS MONTH 10,925 YTD 23,187
 Renewals 1,652 3,348
 Total Circulation 12,577 26,535
 Returns 12,720 25,550
 New cards 77 170

Door count 9468 2013 comparison -7.34%

TECHNICAL PROCESSES

THIS MONTH 514 YTD 1,132
 Books cataloged and processed 152 507
 Withdrawn copies 205 415
 Withdrawn Titles 497

REFERENCE

THIS MONTH 743 YTD 1,462
 tests proctored 7 10
 computer help over 5 minutes 15 25

INTERNET

Pharos sessions *** 1,192 725

Non-Pharos sessions VOLUNTEERS

PEOPLE 54 HOURS 111
 YTD PEOPLE 119 YTD HOURS 403.25

MEETING ROOM

GROUPS 37 PEOPLE 1,273 YTD GROUPS 69 YTD PEOPLE 2,138
 COMMUNITY ROOM 17 96 29 168
 GROUP STUDY ROOM 54 1,369 98 2,306
 Total Mtg Rm Use

PROGRAMS & TOURS

BOOK TIME 6 102 8 132 10 193
 SATURDAY STORY TIME 8 297 16 535 8 399
 CLASS VISITS 2 78 4 104 11 146
 NON SCHOOL GROUPS 3 207 4 213 3 196
 CHILDREN'S PROGRAMS 3 45 5 53 7 79
 TEEN PROGRAMS 22 729 37 1,037 39 1,013
 Total Youth Programs
 Total Adult Programs 4 108 8 233 10 242

BOOKINGS & ARRANGEMENTS TOTALS

HRS THIS MONTH 11 HRS YTD 19.5
 HRS YTD 2013 19

Children's Summary

February 2014

February – still cold and snowy. But at least there were no cancellations that affected our programs. I think people were just tired of being held hostage by the weather and decided to come out, no matter what! As a result, we averaged 34 people at Monday Book Time, and 74 people at Saturday Story Time!

To try to tie into the Third Annual SnowFolk Festival (does anyone even know what that is?) we sponsored a “No Snow” Snowfolk Contest. Entrants crafted snowfolk out of everything from bowling pins and gloves to shop manuals and tp tubes! They are still on display in the glass case in the lobby – take a look. We had several kid entrants, but only one adult. If the SnowFolk Festival continues for another year, we’ll try this again.

The final total of boys and girls who signed up for our winter reading program was 326, ranging in age from 1 month to 13 years. We’re pretty happy with this turnout, considering all the obstacles the weather put in our way. And, this is the first year that we have not had a higher total than the previous year.

Tracy and I attended a CLAS (Children’s Librarians of the Arrowhead System) meeting in Mountain Iron on February 7. This annual spring(?) gathering is an opportunity to share and gather ideas for our summer reading program, this year entitled “Paws to Read.” The Arrowhead system has switched to a new organization for our summer reading program this year, so it will be interesting to see how it compares with what has been done in the past. Summer reading begins on May 17.

Visitors this month included the 4th grades from Deer River King Elementary School, and the Special Ed class from RJEMS.

Thursday, February 27, 89 people were highly entertained by Sean Emery – A Funny Guy, Juggling Stuff!

Looking ahead:

March 27 @ 6:00 pm: The Duluth Playhouse and The Boogers will present “The Yard Bizarre.” This Legacy Fund event is intended for all ages.

Minnesota Department of
Education

**2013 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT
ADMINISTRATIVE ENTITY WORKSHEET**

An asterisk (*) and Italic font indicates either a new data element or a revision or clarification from the previous year. See *Minnesota Public Library Report 2013 Data Element Definitions* to learn about the changes.

All data elements requiring a count are to be the year's total unless otherwise indicated.

Submit data as of December 31, 2013, except for the Internal Groups section, which asks for current information.

GENERAL INFORMATION

Question	
G01) Library Name	Grand Rapids Area Library
G02) Regional System/Sequence Number	A1750
G03) Street Address	140 NE 2nd Street
G04) Location has changed from previous year	No
G05) City	Grand Rapids
G06) ZIP Code	55744
G07) Mailing Address	140 NE 2nd Street
G08) City	Grand Rapids
G09) ZIP Code	55744
G10) County	Itasca
G11) Library Phone	218-326-7640
G12) Primary Web Address (URL)	www.cityofgrandrapidsmn.com/library
G13) Director's Name	Marcia L. Anderson
G14) Director's Phone	218-326-7643
G15) Extension	0
G16) Director's E-mail Address	manderson@ci.grand-rapids.mn.us
G17) Interlibrary Relationship Code	Member of a Federation or Cooperative
G18) Legal Basis Code	Municipal Government (city, town or village)
G19) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G20) IMLS Public Library Definition	Yes
G21) Geographic Code	Municipal Government (city, town or village) (most nearby)
G22) Did the legal service area boundaries for this	No

PUBLIC SERVICES INFORMATION

Question	CY	PY
P01) Population of the Legal Service Area	20,780	20,704
P02) Registered Users – Residents	13,923	13,108
P03) Registered Users – Reciprocal		

Question	CY	PY
P04) Total Registered Users	13,923	13,108
P05) Last year Registered User Records Were Purged	2012	2012
P06) Visits	145,099	143,990
P07) Actual Tally/Sample	Actual	Actual
P08) Reference Transactions	9,781	9,224
P09) Actual Tally/Sample	Actual	Actual
P10) Public Internet Computer Sessions	16,917	20,491
P11) Actual Tally/Sample	Actual	Actual
P12) Public Internet Computer Sessions Universe	P11 tallies other computer usage in addition to Int.	
P13) ILL Provided to Other Libraries	10,924	11,122
P14) ILL Received from Other Libraries	11,014	15,220
P15) Purposefully Omitted		

Children's Services

Question		
P16) Children's Circulation	76,026	74,691
P17) Children's Programs	219	180
P18) Children's Program Attendance	8,062	7,263

Young Adult Services

Question		
P19) Young Adult Programs	43	45
P20) Young Adult Program Attendance	531	329

Adult Services

Question		
P21) Adult Circulation	107,339	112,344
P22) Adult Library Programs	70	75
P23) Adult Program Attendance	2,307	2,060

Question		
P24) Other Physical Media Circulation	1,084	440

Downloadable Circulation

Question		
*P25) Downloadable E-books and E-serials Circulation	7,887	7
P26) Downloadable Audio and Video Circulation	5,584	4,604
P27) Total Downloadable Circulation	13,471	4,611

Totals

Question		
P28) Total Circulation	197,920	192,086
P29) Total Programs	332	300
P30) Total Attendance	10,900	9,652

PUBLIC SERVICE HOURS AND WEEKS

Question		

Question		
H01s) Monday Hours	9-7	
H02s) Tuesday Hours	9-7	
H03s) Wednesday Hours	9-7	
H04s) Thursday Hours	9-7	
H05s) Friday Hours	9-5	
H06s) Saturday Hours	10-2	
H07s) Sunday Hours		
H08) Total Weekly Public Service Hours (Regular)	52	52
H09) Total Annual Public Service Hours	2,612	2,588
H10s) Total Annual Public Service Weeks	52	52
H11) Seasonal Dates		
H12) Weekly Seasonal Public Service Hours		52.0

FACILITIES

Question	CY	PY
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
*F04) <i>Supplementary Resources</i>	0	0
F05s) Outlet Type Code	See Outlet Report	
F06s) Purposefully Omitted		
F07s) Metropolitan Status Code		
F08s) Facility Type		
F09s) Square Feet		
F10s) Year Built		
F11s) Latest Year Remodeled		
F12s) Previous Years Remodeled		
F13) Staff Internet Terminals	12	12
*F14) <i>Public Internet Stationary Terminals</i>	22	26
*F15) <i>Public Internet Mobile Devices for On-site Use</i>	0	0
*F16) <i>Total Public Internet Computers/Devices</i>	See Outlet Report	
F17s) Fiber Optic to Library		
F18s) Category 6 Wiring within Library		
F19s) Optimum Internet Download Speed for Public Computers		
F20s) Typical Internet Download Speed for Public Computers		
F21s) Optimum Internet Upload Speed for Public Computers		
F22s) Typical Internet Upload Speed for Public Computers		
F23s) WiFi Available to Public		
F24s) Meeting Room Available for Public Use		
F25) Non-Library Sponsored Events	397	370

Assistive Technology Equipment	Brand	Quantity	Available for Loan Yes/No/Not applicable
F26s) Braille Embosser (computer-driven)	See	Outlet Report	
F27s) Braille Notetaker			
F28s) Braillewriter (manual)			
F29s) Closed-circuit TV			

Assistive Technology Equipment	Brand	Quantity	Available for Loan Yes/No/Not applicable
F30s) Hardware/software for Hard-copy Large Print	See	Outlet	Report
F31s) Magnifier			
F32s) Optical Character Reader (OCR)			
F33s) Page Turner			
F34s) Paperless Braille Display			
F35s) Screen-enlarging Software			
F36s) Speech Input or Output (Screen Reader)			
*F37s) Other			

FULL TIME EQUIVALENT STAFF INFORMATION

Question	3.00	2.00
S01) Total ALA/MLS Librarians	4.00	4.00
S02) Total Librarians	4.75	4.75
S03) Total Other Staff	8.75	8.75
S04) Total Paid Employees	0.00	0.00

PAY RANGES

Question	Low Salary	High Salary
S05) Regional System Director		
S06) Library Director	\$25.32	\$33.72
S07) Assistant Director	\$23.45	\$30.12
S08) Branch Manager		
S09) Central Library Manager		
S10) Department Head		
S11) Other Librarian	\$20.90	\$23.23
S12) Technology/Computer Support		
S13) Support Staff	\$14.18	\$23.08
S14) Secretary		
S15) Shelves/Pages		

LIBRARY COLLECTION

Question		
C01) Print Materials	69,827	73,723
C02) Audio Materials, Physical	2,668	3,120
C03) Video Materials, Physical	2,667	2,797
C04) Multi-format Materials	111	154
C05) Other Physical Materials	70	72
C06) Total Physical Materials	75,343	79,866
C07) Print Serial Subscriptions	157	163
*C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
*C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Electronic Books Licensed Locally	0	0
C11) Electronic Books Licensed Regionally	10,160	7,698
C12) Electronic Books Licensed Statewide	15,191	15,191
C13) Audio Materials, Downloadable, Locally Licensed		0

Question	CY	PY
C14) Audio Materials, Downloadable, Regionally Licensed	7,062	6,070
C15) Video Materials, Downloadable, Locally Licensed	0	0
C16) Video Materials, Downloadable, Regionally Licensed	0	0
C17) Databases Licensed Locally	0	0
C18) Databases Licensed Regionally	5	5
C19) Databases Licensed Statewide	45	45

POLICIES/PLANS

Indicate year of last revision or if none, write "None."

Question		
D01) Strategic Plan	2009	2009
D02) Disaster Plan	2007	2007
D03) Policy Manual	2007	2007
D04) Records Retention Schedule	2007	2007
D05) Building Accessibility Plan	2000	2000
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2007	2007

OUTREACH SERVICES

Question		
O01) Adult Basic Education	No	No
O02) Adult Literacy Organization	Yes	Yes
O03) Child-centered Organization	Yes	Yes
O04) Correctional Facility	No	No
O05) Ethnic Group	No	No
O06) Service to Homebound	No	No
O07) School	Yes	Yes
O08) Senior-centered Organization	Yes	Yes
O09) Other	N/C	

INTERNAL GROUPS FOR 2014

Question	
I01) Do any library staff belong to a union?	Yes

Question	Grand Rapids Area Library
I02) Does this library have a foundation?	Yes
I03) Foundation President's Name (For 2014)	Kathy McCarty
I04) Mailing Address.	140 NE 2nd St
I05) Second Mailing Address	0
I06) City	Grand Rapids
I07) ZIP Code	55744
I08) Telephone	218-326-4268
I09) Contact <input type="checkbox"/> Day <input checked="" type="checkbox"/> Evening <input type="checkbox"/> Day/Evening	

Question	
I10) Does this library have a Friends Group?	Yes
I11) Friends' President's Name (For 2014)	Carol Steele

I12) Mailing Address.	Carol Steele
I13) Second Mailing Address	21950 Co Rd 445
I14) City	140 NE 2nd St.
I15) ZIP Code	Bovey
I16) Telephone	55709
I17) Contact <input type="checkbox"/> Day <input checked="" type="checkbox"/> Evening <input type="checkbox"/> Day/Evening	218-247-0245

LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2014

Question	
I18) Trustee Name	
I19) Board Position	Dennis L. Jerome
I20) Mailing Address	President
I21) Second Mailing Address	2016 Knollwood Dr
I22) City	
I23) ZIP	Grand Rapids
I24) Telephone	55744
I25) Contact <input type="checkbox"/> Day <input type="checkbox"/> Evening <input checked="" type="checkbox"/> Day/Evening	218-259-8795
I26) Term of Office Completion Year	

REPORT FILER - CONTACT INFORMATION

Question	
I27) Name of Person who prepared the report	Marcia L. Anderson
I28) Phone	218-326-7643
I29) E-mail	manderson@ci.grand-rapids.mn.us

FINANCIAL DATA

OPERATING REVENUE – DIRECT AND INDIRECT

Question		
LOCAL		
City	CY	PY
R01) City Direct	\$570,397	\$530,130
R02) City Indirect	\$0	\$0
R03) City Total	\$570,397	\$530,130
County		
R04) County Direct	\$125,549	\$129,590
R05) County Indirect	\$0	\$0
R06) County Total	\$125,549	\$129,590
Other Local Tax		
R07) Other Local Tax Direct	\$0	\$0
R08) Other Local Tax Indirect	\$0	\$0
R09) Other Local Tax Total	\$0	\$0
R10) Local Tax Total	\$695,946	\$659,720
STATE		
R11) State Library Services	\$0	\$0
R12) Legacy Funding	\$0	\$0
R13) State Other	\$0	\$0
R14) State Total	\$0	\$0
FEDERAL		
R15) LSTA Project	\$0	\$0

Question	CY	PY
R16) Federal Direct	\$0	\$747
R17) Federal Indirect	\$0	\$0
R18) Federal Total	\$0	\$747
OTHER		
Regional System		
R19) Regional System Direct	\$6,282	\$8,136
R20) Regional System Indirect	\$1,763	\$0
R21) Regional Total	\$8,045	\$8,136
Multicounty, Multitype		
R22) Multicounty, Multitype Direct	\$0	\$0
R23) Multicounty, Multitype Indirect	\$0	\$0
R24) Multicounty, Multitype Total	\$0	\$0
R25) Other Direct	\$50,304	\$58,983
R26) Other Indirect	\$0	\$0
R27) Other Total	\$50,304	\$58,983
R28) All Other Total	\$58,349	\$67,119
R29) Total of all Direct and Indirect	\$754,295	\$727,586

CAPITAL REVENUE – DIRECT AND INDIRECT

Question	CY	PY
LOCAL		
City		
R30) City Direct	\$0	\$6,476
R31) City Indirect	\$0	\$0
R32) City Total	\$0	\$6,476
County		
R33) County Direct	\$0	\$0
R34) County Indirect	\$0	\$0
R35) County Total	\$0	\$0
Other Local Tax		
R36) Other Local Tax Direct	\$0	\$0
R37) Other Local Tax Indirect	\$0	\$0
R38) Other Local Tax Total	\$0	\$0
R39) Local Tax Total	\$0	\$6,476
STATE		
R40) State Library Services	\$0	\$0
R41) State Other	\$0	\$0
R42) State Total	\$0	\$0
FEDERAL		
R43) LSTA Projects	\$0	\$0
R44) Other Federal Direct	\$0	\$0
R45) Other Federal Indirect	\$0	\$0
R46) Federal Total	\$0	\$0
OTHER		
Regional System		
R47) Regional System Direct	\$0	\$0
R48) Regional System Indirect	\$0	\$0
R49) Regional Total	\$0	\$0
Multicounty, Multitype		
R50) Multicounty, Multitype Direct	\$0	\$0
R51) Multicounty, Multitype Indirect	\$0	\$0

Question	CY	PY
R52) Multicounty, Multitype Total	\$0	\$0
R53) Other Direct	\$46,356	\$31,250
R54) Other Indirect	\$0	\$0
R55) Other Total	\$46,356	\$31,250
R56) All Other Total	\$46,356	\$31,250
R57) Total of all Direct and Indirect	\$46,356	\$37,726

REVENUE – IN-KIND

OPERATING

Question		
R58) City In-Kind	\$0	\$0
R59) County In-Kind	\$0	\$0
R60) Other Local In-Kind	\$0	\$0
R61) Total Local In-Kind	\$0	\$0
R62) Other In-Kind	\$0	\$0
R63) Total In-Kind	\$0	\$0

CAPITAL - IN KIND

Question		
R64) City In-Kind	\$0	\$0
R65) County In-Kind	\$0	\$0
R66) Other Local In-Kind	\$0	\$0
R67) Total Local In-Kind	\$0	\$0
R68) Other In-Kind	\$0	\$0
R69) Total In-Kind	\$0	\$0

OPERATING EXPENDITURES – DIRECT AND INDIRECT

PERSONNEL

Question		
E01) Salaries and Wages	\$408,305	\$396,950
E02) Employee Benefits	\$121,010	\$114,836
E03) Total Personnel Costs	\$529,315	\$511,786

COLLECTION

Question		
E04) Print Materials	\$44,006	\$49,860
E05) Audio and Video Materials, Physical	\$10,074	\$8,458
E06) Other Physical Materials	\$0	\$0
E07) Electronic Books (E-books)	\$1,763	\$0
E08) Databases	\$0	\$0
E09) Other Electronic Materials	\$1,000	\$0
E10) Collection Total	\$56,843	\$58,318

OTHER

Question	CY	PY
E11) All Other Expenditures	\$152,915	\$159,310
E12) Total Operating Expenditures	\$739,073	\$729,414

Question	Yes	No
E13) Expenditures equal or are less than Income		

OPERATING EXPENDITURES - IN-KIND

Question	
E14) Personnel	
E15) Collection	
E16) Other Operating Expenditures	
E17) Total In-Kind Operating Expenditures	

CAPITAL EXPENDITURES

Question		
E18) Capital	\$50,222	\$30,647
E19) In-Kind Capital		



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Annotations

Library need to confirm and, if the reason is known, explain why the data entered for a particular question is either lower or higher than the normal variation that occurs from year to year. The responses that libraries provided are in the order as the report questions appear.

Regional System Indirect
line E07--2014-03-07

Minnesota Department of
Education

2013 MINNESOTA PUBLIC LIBRARY REPORT

OUTLET WORKSHEET

An asterisk (*) and Italic font indicates either a new data element or a revision or clarification from the previous year. See *Minnesota Public Library Report 2013 Data Element Definitions* to learn the changes.

All data elements requiring a count are to be a year's total unless otherwise indicated.

Submit data as of December 31, 2013, except for the Internal Groups section, which asks for current information.

GENERAL INFORMATION

Question	
G01m) Library Name	Grand Rapids Area Library
G02m) Regional System/Sequence Number	A1750
G03m) Street Address	140 NE 2nd Street
G04m) Location has changed from previous year	No
G05m) City	Grand Rapids
G06m) ZIP Code	55744
G07m) Mailing Address	140 NE 2nd Street
G08m) City	Grand Rapids
G09m) ZIP Code	55744
G10m) County	Itasca
G11m) Library Phone	218-326-7640
G12m) Primary Web Address (URL)	www.grandrapids.lib.mn.us
G13m) Director's Name	Marcia L. Anderson
G14m) Director's Phone	218-326-7643
G15m) Extension	0
G16m) Director's E-mail Address	manderson@ci.grand-rapids.mn.us
G17m – G22m	PURPOSEFULLY OMITTED

PUBLIC SERVICES INFORMATION

Question	CY	PY
P01m) Population Served	20,780	20,704
P02m) Registered Users - Residents	13,923	13,108
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users	13,923	13,108
P05m	PURPOSEFULLY OMITTED	
P06m) Visits	145,099	143,990
P07m) Actual Tally/Sample	Actual	
P08m) Reference Transactions	9,781	9,224

Question	CY	PY
P09m) Actual Tally/Sample	Actual	
P10m) Public Internet Computer Sessions	16,917	20,491
P11m) Actual Tally/Sample	Actual	
P12m) Public Internet Computer Sessions Universe	P11 tallies other	
P13m-P15m PURPOSEFULLY OMITTED		

Children's Services

Question	CY	PY
P16m) Children's Circulation	76,026	74,691
P17m) Children's Programs	219	180
P18m) Children's Program Attendance	8,062	7,263

Young Adult Services

Question	CY	PY
P19m) Young Adult Programs	43	45
P20m) Young Adult Program Attendance	531	329

Adult Services

Question	CY	PY
P21m) Adult Circulation	107,339	112,344
P22m) Adult Programs	70	75
P23m) Adult Program Attendance	2,307	2,060

Question	CY	PY
P24m) Other Physical Media Circulation	1,084	440
P25m-P28m PURPOSEFULLY OMITTED		

Totals

Question	CY	PY
P29m Total Programs	332	300
P30m Total Attendance	10,900	9,652

PUBLIC SERVICE HOURS AND WEEKS

Question	CY	PY
H01m) Monday Hours		9-7
H02m) Tuesday Hours		9-7
H03m) Wednesday Hours		9-7
H04m) Thursday Hours		9-7
H05m) Friday Hours		9-5
H06m) Saturday Hours		10-2
H07m) Sunday Hours		
H08m) Total Weekly Public Service Hours for This Outlet (Regular)	52	52
H09m) Total Annual Public Service Hours for This Outlet	2,612	2,588
H10m) Total Annual Public Service Weeks	52	52
H11m) Seasonal Dates		

Question	
H12m) Weekly Seasonal Public Service Hours for This Outlet	52.0

FACILITIES

Question		
F01m—F04m PURPOSEFULLY OMITTED		
F05m) Outlet Type Code	Central Library	
F06m) Number of Bookmobiles	0	0
F07m) Metropolitan Status Code	Not in a Metropolitan Area	
F08m) Facility Type	L	L
F09m) Square Feet	26,500	26,500
F10m) Year Built	2000	2000
F11m) Latest Year Remodeled	N/A	N/A
F12m) Previous Years Remodeled	N/A	N/A
F13m) Staff Internet Terminals	12	12
F14m) Public Stationary Internet Terminals	22	26
F15m) Public Internet Mobile Devices for On-site Use	0	0
F16m) Total Public Internet Computers/Devices		
F17m) Fiber Optic to Library	Yes	Yes
F18m) Category 6 Wiring within Library Building	No	No
Download Speed Ranges for F19m and F20m a) Up to 1.4 Mbps (megabits/second) b) 1.5 Mbps (T1) c) 1.6 Mbps – 4.9 Mbps d) 5.0 Mbps – 9.9 Mbps e) 10.0 Mbps – 15.0 Mbps f) 15.1 Mbps-20.0 Mbps g) 20.1 and greater Mbps		
F19m) Optimum Internet Download Speed for Public Computers	20.1 and greater Mbps	
F20m) Typical Internet Download Speed for Public Computers	20.1 and greater Mbps	
Upload Speed Ranges for F21m-F22m a. Up to 1.4 Mbps (megabits/second) b. 1.5 Mbps (T1) c. 1.6 Mbps – 4.9 Mbps d. Mbps – 10.0 Mbps 5.0 e. 10.1 Mbps - 15.0 Mbps f. 15.1 Mbps – 20,0 Mbps g. 20.1 and greater		
F21m) Optimum Internet Upload Speed for Public Computers	20.1 and greater Mbps	
F22m) Typical Internet Upload Speed for Public Computers	20.1 and greater Mbps	
F23m) Wi-Fi Available to Public	Yes	Yes
F24m) Meeting Room Available for Public Use	Yes	Yes
F25m) Non-Library Sponsored Events	397	370

Assistive Technology Equipment	Brand	Quantity	Available for Loan Yes/No/Not applicable
F26m) Braille Embosser (computer-driven)	0	0	
F27m) Braille Notetaker	0	0	
F28m) Braillewriter (manual)	0	0	
F29m) Closed-circuit TV	0	0	
F30m) Hardware/software for Hard-copy Large Print	0	0	
F31m) Magnifier	Simplicity	1	No
F32m) Optical Character Reader (OCR)	0	0	
F33m) Page Turner	0	0	
F34m) Paperless Braille Display	0	0	
F35m) Screen-enlarging Software	0	0	
F36m) Speech Input or Output (Screen Reader)	0	0	
*F37m) Other			

FULL TIME EQUIVALENT STAFF INFORMATION

Question	CY	PY
S01m) Total ALA/MLS Librarians	3.00	2.00
S02m) Total Librarians	4.00	4.00
S03m) Total Other Staff	4.75	4.75
S04m) Total Paid Employees	8.75	8.75
S05m--S15m PURPOSEFULLY OMITTED		

LIBRARY COLLECTION

Question	CY	PY
C01m) Print Materials	69,827	73,723
C02m) Audio Materials, Physical	2,668	3,120
C03m) Video Materials, Physical	2,667	2,797
C04m) Multi-format Materials	111	154
C05m) Other Physical Materials	70	72
C06m) Total Physical Materials	75,343	79,866
C07m) Print Serial Subscriptions	157	163
C08m-C19m PURPOSEFULLY OMITTED		

POLICIES/PLANS

Question	
D01m-D07m PURPOSEFULLY OMITTED	

OUTREACH SERVICES

Question	
O01m-O09m PURPOSEFULLY OMITTED	

INTERNAL GROUPS FOR 2014

Question	
I01m PURPOSEFULLY OMITTED	

Question	
Outlet Name	Grand Rapids Area Library
I02m) Does this library have a foundation?	Yes
I03m) Foundation President's Name (For 2014)	Kathy McCarty
I04m) Mailing Address.	140 NE 2nd St
I05m) Second Mailing Address	
I06m) City	Grand Rapids
I07m) ZIP Code	55744
I08m) Telephone	218-326-4268
I09m) Contact <input type="checkbox"/> Day <input checked="" type="checkbox"/> Evening <input type="checkbox"/> Day/Evening	

Question	
Outlet Name	Grand Rapids Area Library
I10m) Does this library have a Friends Group?	Yes
I11m) Friends' President's Name (For 2014)	Carol Steele
I12m) Mailing Address.	21950 Co Rd 445
I13m) Second Mailing Address	
I14m) City	Bovey
I15m) ZIP Code	55709
I16m) Telephone	218-247-0245
I17m) Contact <input type="checkbox"/> Day <input type="checkbox"/> Evening <input checked="" type="checkbox"/> Day/Evening	

END OF OUTLET SURVEY

The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, in conjunction with State Library Services, a division of the Minnesota Department of Education, which administers federal LSTA grants, supports the public library statistics annual report by licensing the customized Counting Opinions Library Performance Assessment (LibPAS) online application.

Amended Version 2014:

Mission Statement

The Grand Rapids Area Library fosters a welcoming environment that builds a connected, informed, and engaged community. *

Service Priority 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.

(note: more emphasis will be placed on serving the 7-12 year old demographic)

Service Priority 2: Individuals will be supported in their personal search for knowledge and development of skills and careers.

(note: incorporates Goal #5)

Service Priority 3: Individuals will have access to online resources that connect them to their community and the world.

Service Priority 4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

(note: incorporates goal # 7)

Service Priority 5: Individuals and organizations will experience a comfortable, safe and welcoming place in which to sit quietly and read or meet and interact with others.

Service Priority #6: *yet to be drafted:*

Words captured: Interaction, discussion, bringing people together, connecting people, social, meet ups, provide resources to.., facilitate...

Possible statements

All ages will find opportunities to socialize, work together, share ideas, discuss the future, collaborate

From Amy 3/10: Individuals will find opportunities to work together, share ideas, discuss, and collaborate

****The mission statements of Denver Public Library and Seattle Public Library served as models.***

The library's mission statement: (2009)

The Grand Rapids Area Library is a welcoming place that builds an informed, engaged and enlightened community, by helping children develop a love of reading, supporting lifelong learning, connecting individuals, and enriching leisure time.

Below are the goals that resulted from the initial planning process.

Goal 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.

Goal 2: Individuals will be supported in their personal search for knowledge and development of skills.

Goal 3: Individuals will have access to online resources that connect them to their community and the world.

Goal 4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

Goal 5: Adults and teens will have the skills and resources they need to identify and prepare for rewarding career opportunities.

Goal 6: Individuals and organizations will experience a comfortable, safe and welcoming place in which to sit quietly and read or meet and interact with others.

Goal 7: Individuals will develop an understanding and appreciation of diversity in culture, beliefs and lifestyles.

Marcia Anderson
Grand Rapids Public Library
140 N.E. Second Street
Grand Rapids, MN 55744-2826



Fund Statement(s)

January 1, 2013 - December 31, 2013

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Aurea Gerard
Title:	Partner Relations Associate
Phone:	651-325-4266 800-875-6167
Email:	aurea.gerard@mnpartners.org
Address:	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101-1800

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement

January 1, 2013 - December 31, 2013

Prepared on: 2/5/2014

Prepared for: Grand Rapids Public Library

Fund ID: 5350



Fund Activity

Beginning Balance on January 1, 2013	\$	29,260
Investment Activity		
Interest & Dividends		490
Investment Gain/(Loss)		4,582
Disbursements		
Administrative Fees		(194)
Grants Paid		(1,286)
Investment Expenses		(125)
Ending Balance on December 31, 2013	\$	32,727
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on December 31, 2013	\$	32,727

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	32,727	100.0%	17.6%	17.6%	10.2%	11.9%
	<u>\$ 32,727</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement

January 1, 2013 - December 31, 2013

There were no contributions during this statement period.



Grants Paid (Returned)		
Paid Date	Organization	Amount
03/12/2013	Grand Rapids Public Library	\$ 1,286
		<u>\$ 1,286</u>

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation**

Fund Statement

January 1, 2013 - December 31, 2013

Available to Grant Activity

Amount Available to Grant Carried Forward From 2013	-
Available to Grant for 2014	1,284
Grants (Paid)/Returned	_____
Amount Available to Grant for 2014	1,284
Grants Scheduled to be paid January 1, 2014 - December 31, 2014	-
Uncommitted Amount Available to Grant for 2014	1,284

Future Year Grant Commitments

